

VACANCY

Job title:	Stakeholder and Communications Manager
Division:	Wits Planetary Health Research
Type:	Permanent ☒ Fixed Term ☐ Temporary ☐
Main purpose of the job:	To provide strategic leadership for stakeholder engagement and communications. Developing internal and external communications and stakeholder strategy by building WPHR's reputation for sustainable climate and health research and policy influence.
Location:	Parktown, Johannesburg
Closing date:	30 June 2026
Submit detailed CV to:	vacancies33@witshealth.co.za
Advert reference number:	SCM-WPHR
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

- Conduct a communication audit to assess the communication climate.
- Develop a communication strategy that supports objectives and organisational needs.
- Provide staff with regular organisational information through the various communication channels.
- Redesign the internal newsletter and oversee bi-monthly production.
- Coordinate the development, design, content and production of appropriate communications.
- Provide support to projects, programmes and departments in producing effective and targeted communication, relating to their activities and results of their work.
- Develop and maintain distribution lists so that audiences are segmented as required.
- Support the redesign of the induction programme.
- Update corporate identity and branding, and ensure consistent application across all communication mediums – templates, forms, signage, stationery
- Develop and implement branding guidelines
- Ensure all communication is compliant with donor requirements and branding.
- Ensure strong brand presence at events/conferences.
- Respond to ad hoc donor requests relating to general information.
- Set up systems to ensure organisational understanding and compliance with donor requirements and contractual obligations relating to communication and branding.
- Redesign and enhance the website to ensure a professional, user-friendly site that is a resource for stakeholders.
- Coordinate the production of strategic organisational communications for external use, including Annual Reviews, and reports to external bodies such as WHO, UNAIDS and FHS.
- Coordinate the development of a photo library of all projects/programmes and of senior management.
- Develop strategies to mobilise external support for the Institute's objectives
- Contribute to strategies to ensure internal and external alignment of the brand and identity of the Institute.
- In collaboration with the Director: Communications, devise and implement a strategy to profile staff through nominations for appropriate awards.

- Develop and maintain a library of standardised literature to provide consistency of tone, style and content to funding proposals and other business development-related materials.
- Oversee the planning and arrangement of events and the coordination of visitors.
- Support the professional and smooth organisation of events and visits from a communications perspective.
- Develop and implement a proactive media strategy where possible.
- Build relationships with the media by responding timeously to media queries.
- Obtain input from internal stakeholders to ensure information is relevant, accurate and up-to-date.
- Oversee the monitoring of media coverage and set up systems to keep records thereof.

Required minimum education and training

Postgraduate degree in Communications or related field.

Required minimum work experience

Minimum of 5 years' experience in managing stakeholder engagement and communications, including experience leading and managing a communications team.

Desirable additional education, work experience and personal abilities

- Experience in a donor or academic environment will be advantageous.
- Must have strong Leadership, be pro-active and ability to exercise discretion and independent decision-making.
- Must have sound interpersonal and negotiation skills, with exceptional planning and organising skills.
- Excellent communication, report writing and presentation skills.
- Ability to work effectively under tight deadlines.
- Must be creative and resourceful in solving problems.
- Strong work ethic and ability to work in a multidisciplinary team.
- Overtime and travelling (including regional) will be required from time to time.

Should you be interested in applying for this vacancy, please send an email to vacancies33@witshealth.co.za. The subject heading of the email must read **SCM-WPHR** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV